

**SPECIAL
AIRPORT COMMISSION MEETING
Corporate RFP Discussion/Work Session
January 22, 2003**

Commission Members Present:

Mr. Steve Axeman, Chairman, Mr. Sidney Lissner, Vice Chairman, Mr. Robert Zoldos, Councilmember, Mr. Stanley Caulkins, Mr. Bill Whyte, Mr. Bob Jones, Mr. Dave Burton and Mr. Roy Steinfert

Staff Present:

Mr. Douglas McNeeley, Director, Ms. Jackie Seipel, Administrative Associate, Mr. Terry Brant, Sr. Airport Maintenance Technician

Guest:

Mr. William Donnelly, Town Attorney, Ms. Kathy Elgin, Purchasing Officer TOL

Discussion:

- Town Attorney explained the bid process and the Virginia Freedom of Information Act. He said we may receive more than one bid, but it is likely we will receive only one. He cautioned that building specifications should be carefully described.
- Mr. Whyte suggested a review of the Minimum Standards.
- Mr. Lissner is concerned that the current bid process regulated by the Virginia Procurement Act will discourage bids.
- The Town Attorney explained that if all bids were rejected the project would have to be re-bid.
- Mr. Lissner wanted the lease to be easily understood. The Town Purchasing Officer agreed, but said legal requirements must be met.
- The Director inquired about specifying a minimum bid amount, but the consensus of the Commission was to eliminate any such reference.

- The Director was asked to describe the site, he responded it is 93,000 square feet of unimproved land. It will be for the storage of corporate aircraft. He suggested it be subdivided into two smaller parcels to accommodate more than one potential tenant. Rent will be based upon square footage. All aspects will be to the approval of the Commission. These hangars should be for storage of aircraft only and should include an option of a fuel farm. Permitted uses meet the Rules, Regulations and Minimum Standards.
- Building specifications should restrict office space. To no more than 20 percent of the total building area. The lease should also use the Consumer Price Index (CPI) or some other annual rent escalator.
- Mr. Lissner asked how the lease would be advertised and if it can be advertised electronically. Ms. Elgin responded that the standard is the Washington Post and the TOL website but other options can be explored.
- Mr. Zoldos asked if it was a 40 year lease or could it be a five year? The Town Attorney responded that a longer period was more appealing
- Mr. Axeman stated the importance of encouraging competition on the airport.
- Mr. Lissner thanked Mr. Dan Moats, Mr. Steve Hutchens and Mr. Andy Fenton for all of their input.

Adjournment

Meeting was adjourned at 8:00 pm